SECHET

December 19, 1960

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT

Security Records Division (Master Index)

REFERENCE

Memo from Director of Security to the Deputy Director (Support), dated December 8, 1960, some subject.

1.	I have discussed this problem with	1
	We are agreed as follows:	

a. This operation should eventually land itself to inclusion within WALMUT.

b. In the mountime, three steps should and are being takens

- (1) Clean up these files eliminate the dead wood.
- (2) Replace their antiquated equipment with better equipment (Reli-dex) to the extent of a modest investment, which can be used elsewise in the Agency when this index is absorbed by WALRET.
- (3) Do n modest Records Management survey on procedures to ensure the best methods.



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FORM NO. 237 Replaces Form 30-4 which may be used.

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FORM NO. 237 Replaces Form 30-4 which may be used.

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